Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

Reserve
A41.9
R31

LIBRARY
CURRENT SERIAL RECORD
JUL 14 1955
U. S. DEPARTMENT OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH SERVICE
ANIMAL DISEASE ERADICATION BRANCH
Washington D. C.

June 15, 1955

ADE Branch Memorandum No. 508.32

To : All ADE Branch Stations

From : R. W. Morgan, Administrative Officer

Subject: Authority to sign payrolls (Form BFD-11)

I PURPOSE

The purpose of this memorandum is to alleviate a situation which often arises as a result of the necessity for the veterinarian in charge or his assistant to sign the station payroll. (This is not to be confused with requirements in connection with certifying payrolls at scheduling stations.)

II GENERAL

There are many instances when it is necessary for both the veterinarian in charge and the assistant veterinarian in charge to be absent from the field station at the time the payroll is usually signed and forwarded to the scheduling station. This has often caused a delay in forwarding the payroll or has required that the veterinarian in charge or his assistant interrupt their field duties and travel long distances to return to the station for the sole purpose of signing the payroll.

III APPROVAL OF PAYROLLS

In order to eliminate situations such as are described above, each official in charge should take steps to designate in writing those employees at his station who are authorized to approve payrolls. It is recommended that the chief clerk or administrative assistant be designated as the employee who will approve payrolls when that employee is on duty at the station at the time the payrolls is prepared. In the absence of that employee, of course, the veterinarian in charge or his assistant would sign the payroll. Since it is very unlikely that the situation will arise where all three of these employees are absent at the same time, it will probably not be necessary to designate additional employees for this purpose.

R W Morgan